

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

Mexico city

2. AGENCY

Department of State

3a. POSITION NO.

A54-209

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☒ a. Reclassification of duties: This position replaces
Position No. A54-209 , HR Assist Recruitment/MClass (Title) 305 (Series) 9 (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
HRO/MEXICO CITY

Human Resources Assistant FSN-305

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Human Resources Assistant Recruitment

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee Date(mm-dd-yy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Leticia Guerrero

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Natasa Tomanovic-Bohne

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION:

At a large post under the supervision of the HR Specialist the jobholder provides recruitment services in Human Resources Office (HR) including advertising positions, screening applications, administers language test, provides qualified applications to supervisor and arranges applicant interviews; processes the documentation for new hires; submits ARIBA requests for medical pre-employment examination, represents HR at applicant interviews. The jobholder performs a wide range of duties and advisory services to provide guidance utilizing an in depth knowledge when necessary to Embassy employees and all consulates following the Recruitment Policy established by the Office of Overseas Employment (HR/OE).

14. MAJOR DUTIES AND RESPONSIBILITIES

Recruitment**85%**

- Responsible for all aspects of local staff recruitment.
- Explains recruitment processes to US Embassy supervisors, HR Assistants at Consulates, and job applicants. Answers questions and provides information as requested.
- Receives recruitment assignments from Supervisor. Prepares Position Vacancy Announcements using most recent HR/OE's model vacancy announcement, based on official and accurate Position Descriptions (PDs) and suggests changes to ensure compliance with the DOS Recruitment Policy.
- Obtains clearances on all advertisements, including the funds availability form from FMC (Financial Management Office), hiring office, Recruitment supervisor and HRO.
- Widely distributes vacancy announcements for maximum exposure including local newspapers, colleges and technical schools, recruitment offices, and other sources as requested.
- Maintains a database to keep track of vacant positions and status of hiring process.
- Receives applications between opening and closing dates of the announcement.
- Manages HR email in order to administer all the applications on an daily basis, making sure all applications are in an electronic site. Ensures that all information received is filed correctly.
- Upon closing date, removes announcement from all outlets.
- Conducts pre-employment screenings of applications to determine which applications meet the minimum qualifications of the vacancy. Prepares memo identifying qualified, unqualified and ineligible candidates with explanation.
- Distributes only qualified applications to supervisor(s) for interviewing according to the Recruitment Policy.
- Represents HR office at interviews to ensure interviews meet recruitment legal requirements, providing guidance to the supervisor and interviewee as needed.
- Notifies applicants of hiring decisions to start process of bringing the employee on board. The job holder prepares letters of conditional job offer and other necessary documents. Coordinates all steps of the hiring process, including preparation of all supporting hiring documents such as life and health insurance forms, designation of beneficiary, personal locator card, Infonavit, FMC allotment of pay, etc.
- Job holder placed ARIBA request for medical pre-employment examination.
- Ensures that selected candidates receive information regarding medical clearance and security certification processes.
- RSO starts background check investigation procedures; regularly provides status with hiring supervisors about the status of the medical clearance and RSO certification processes.
- Prepares non-clearance/certification letters should a selected candidate not pass the medical clearance or security certification process.
- Prepares letters to all non-selected qualified, disqualified and ineligible applicants. Ensures that all internal applicants receive feedback if application for employment was not considered.
- Creates new employee's electronic official personnel file.
- Filing, copying, scanning, answering telephone/email, and other administrative duties.
- Translates Human Resources documents from English to Spanish and vice versa as needed.
- Participates in job fairs and other activities to attract qualified candidates as those are scheduled.
- Performs other duties and special projects as assigned.

Training/Presentation Duties**15%**

- Develops training materials and training aids on the recruitment process to be presented to American and LE staff supervisors and LE Staff.
- Develops training plans, handles organizational logistics and drafts Management Announcements to announce upcoming recruitment process training dates and times.
- Conduct/provide training to American and LE staff supervisors and employees on recruitment processes at least once a quarter.
- Present recruitment process at the quarterly LE Staff Orientation.

****NOTE:** This position description in no way states or implies that these are the only duties to be performed by the incumbent. The Incumbent will be required to perform other duties assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**Education:**

- a. University Degree on Business, Management, Psychology, Communications, Human Resources.
- b. **Prior Work Experience:** Three years of experience in Human Resources, Business Administration or International Business is required.

- c. **Post Entry Training:** Incumbent will receive FSI Human Resources Recruitment training, Basic HR training, on-the-job training in recruitment and WebPass.
- d.
- e. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level IV (fluent) in English and Spanish is required.
- f. **Job Knowledge:** In depth knowledge of the DOS regulations and policies on recruitment. General knowledge of 3 FAM. Thorough knowledge of Human Resource Management and administrative office procedures are required. A detailed knowledge of Mexican labor laws on recruitment is required.
- g. **Skills, and Abilities:** Must possess and demonstrate good customer service skills, be tactful, possess good judgment, and be able to maintain effective working relationships with American and local supervisors. Ability to draft documents in English and Spanish and provide translation of documents in both languages. Must possess good computer and organizational skills. Ability to maintain and protect personnel sensitive information. Must be able to work under pressure.

16. POSITION ELEMENTS:

- a. **Supervision Received:**
Receives direct supervision from the Recruitment and MCLASS liaison supervisor, who is the Rater for the incumbent's performance evaluation. HRO in charge of LE Staff Human Resources Support Services is the incumbent's reviewer.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** 3 FAM 7200 Employee Recruitment and Employment, 3 FAM 7500 FSN Position Classification and Pay Administration. Local Employment Policy Guidebook, Recruitment Policy and procedures, Local Compensation Plan, LE Staff Handbook, HR Portal, ALDACs, Mission Management Announcements and Procedures; FSI HR training materials.
- d. **Exercise of Judgment:** Most possess good judgment, and be able to maintain effective working relationships with American and local supervisors/local employees. Considerable individual judgment is exercised in evaluating applicant's qualifications, and when assisting customers throughout the hiring process. The incumbent must also exercise good judgment when communicating with employees, supervisors (both LE Staff and American), and post management with regard to position classification and recruitment issues.
- e. **Authority to Make Commitments:** The jobholder is not authorized to sign or commit employment, but is authorized to make the necessary commitment to make sure the work is done and also make recommendations on the recruitment process and selection criteria.
- f. **Nature, Level and Purpose of Contacts:** American supervisors and LE Staff supervisors, LE Staff employees at all levels. Maintains contacts with Mission Mexico supervisors of all LE Staff positions for recruitment issues. Works directly with applicants throughout hiring process. Communicates with HR staff Mission-wide on a daily basis. Coordinates pre-employment physicals with health unit staff; coordinates employee security background certification with RSO; works closely with GSO Procurement staff for reconciliation and payment of pre-employment physicals.
- g. **Time Expected to Reach Full Performance Level:** One (1) year